

Sentencing Guidelines Cover Sheet

Complete this form ONLY for applicable felonies sentenced on or after July 1, 2008.

◆ OFFENDER

First: _____ Middle: _____

Last: _____ Suffix: _____

Date of Birth: _____ / _____ / _____ Social Security Number: _____ - _____ - _____
Month Day Year

CCRE: ☐ V ☐ A _____ PSI Number: _____
For Use by Probation Officer

◆ COURT

Judicial Circuit : _____ City/County: _____ FIPS Code: _____

Judge's Name: _____ Office Use Only

Preparer Name: _____ Preparer Title: ☐ Commonwealth's Attorney ☐ Probation Officer

Prosecuting Commonwealth's Attorney: _____ Defense Attorney: _____

◆ CONVICTIONS

Offense	Counts	VCC	Offense Date
Primary Offense:	<div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Additional Offenses:	<div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
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Primary Offense Code Section : § _____ Docket Number: _____

◆ METHOD OF ADJUDICATION

☐ Jury Trial → Sentence Set by Jury: ☐ Life Sentence
☐ Bench Trial ☐ Guilty Plea ☐ Alford Plea/Nolo contendere

◆ SENTENCING GUIDELINES RECOMMENDATIONS

Section B

- ☐ Probation / No Incarceration
☐ Incarceration 1 Day to 3 Months
☐ Incarceration 1 Day to 6 Months
☐ Incarceration 3 to 6 Months
☐ Probation / No Incarceration or Incarceration to 6 Months

Mandatory Minimum _____

Section C

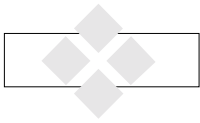
- ☐ Life Sentence
☐ Incarceration (Enter Midpoint and Range Below)

Range Midpoint
Sentence Range TO

☐ Recommendation Adjusted for Mandatory Minimum

◆ NONVIOLENT RISK ASSESSMENT Section D of Drug, Fraud, and Larceny Worksheets

- ☐ Recommended for Alternative Punishment ☐ Not Applicable
☐ NOT Recommended for Alternative Punishment



Final Disposition

Fill in after sentence has been pronounced.

◆ SENTENCE

	Years	Months	Days	
Total Time Imposed Before Suspension <input type="checkbox"/> Life Sentence +	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Time to Serve (effective) <input type="checkbox"/> Life Sentence +	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Sentenced to Time Served
Post Release Term §18.2 -10	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Post Release Supervision Period §19.2 - 295.2 (A)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Probation Period (Supervised) §19.2 - 303 <input type="checkbox"/> Indefinite	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Check all that apply

- ☐ Incarceration Sentence to Run Concurrently With Another Sentencing Event
- ☐ Written Plea Agreement Accepted ☐ Oral Sentence Recommendation Accepted
- ☐ Restitution \$, , . ☐ Fine \$, , .

Other Sentencing Programs (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Day Reporting | <input type="checkbox"/> Community-Based Program _____
<small>Specify type or name of program</small> |
| <input type="checkbox"/> Diversion Center Incarceration | <input type="checkbox"/> Detention Center Incarceration |
| <input type="checkbox"/> Electronic Monitoring | <input type="checkbox"/> Drug Court |
| <input type="checkbox"/> Unsupervised Probation | <input type="checkbox"/> Intensive Probation |
| <input type="checkbox"/> §18.2-251 | <input type="checkbox"/> Youthful Offender |
| | <input type="checkbox"/> Other _____
<small>Specify type or name of program</small> |

Office Use Only	
<input type="text"/>	<input type="text"/>

◆ REASON FOR DEPARTURE

Must be completed pursuant to §19.2-298.01(B)

Office Use Only		
<input type="text"/>	<input type="text"/>	<input type="text"/>

◆ SENTENCING DATE

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Month		Day		Year

Judge's Signature

◆ ATTACH COURT ORDER AND MAIL

Pursuant to §19.2-298.01(E) _____

After sentencing, send to:

Virginia Criminal Sentencing Commission • Fifth Floor • 100 North Ninth Street • Richmond, Virginia 23219

Office Use Only			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Error Code	Audit Code	PSI	Misc.

Drug/Other ❖ Section A

Offender Name: _____

◆ Primary Offense

- A. Other than listed below (1 count) 1
- B. Sell, etc. 1/2 ounce - 5 pounds of marijuana for profit; Sell, etc. marijuana to inmate for accommodation
- 1 count 3
- 2 counts 8
- C. Sell, etc. more than 5 pounds of marijuana for profit; Sell, etc. third or subsequent felony (1 count) 12
- D. Sell, etc. marijuana to minor (1 count) 11
- E. Manufacture marijuana not for personal use (1 count) 8
- F. Transport 5 pounds or more of marijuana into Commonwealth (1 count) 12
- G. Sell, etc. Schedule III or IV drug to minor (1 count) 11

Score

--	--

◆ Primary Offense Additional Counts Total the maximum penalties for counts of the primary not scored above

- Years: 5 - 10 0
- 11 - 21 2
- 22 - 30 3
- 31 - 42 4
- 43 or more 5

0	
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◆ Additional Offenses Total the maximum penalties for additional offenses, including counts

- Years: Less than 4 0
- 4 - 10 1
- 11 - 21 2
- 22 - 30 3
- 31 - 42 4
- 43 or more 5

0	
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◆ Knife or Firearm in Possession at Time of Offense _____ If YES, add 2 →

0	
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◆ Mandatory Firearm Conviction for Current Event _____ If YES, add 6 →

0	
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◆ Prior Convictions/Adjudications Total the maximum penalties for the 5 most recent and serious prior record events

- Years: Less than 7 0
- 7 - 26 1
- 27 - 48 2
- 49 or more 3

0	
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◆ Prior Incarcerations/Commitments _____ If YES, add 2 →

0	
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◆ Prior Felony Drug Convictions/Adjudications

- Number: 1 - 2 1
- 3 - 4 2
- 5 3
- 6 or more 4

0	
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◆ Prior Juvenile Record _____ If YES, add 1 →

0	
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◆ Legally Restrained at Time of Offense

- None 0
- Other than parole/post-release, supervised probation or CCCA 1
- Parole/post-release, supervised probation or CCCA 4

0	
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Total Score

_____ If total is 10 or less, go to **Section B**. If total is 11 or more, go to **Section C**.

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Drug/Other Section B

Offender Name: _____

◆ Primary Offense

- A. Other than listed below (1 count) 1
- B. Sell, etc. 1/2 ounce - 5 pounds of marijuana for profit; Sell, etc. marijuana to inmate for accommodation
- 1 count 6
- 2 counts 9
- C. Manufacture marijuana not for personal use (1 count) 5

Score

0	
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◆ Primary Offense Additional Counts Total the maximum penalties for counts of the primary not scored above

- Years: Less than 10 0
- 10 - 19 2
- 20 - 28 3
- 29 - 38 4
- 39 or more 5

0	
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◆ Additional Offenses Total the maximum penalties for additional offenses, including counts

- Years: Less than 1 0
- 1 - 9 2
- 10 - 19 3
- 20 - 28 4
- 29 - 38 5
- 39 or more 6

0	
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◆ Knife or Firearm in Possession at Time of Offense

If YES, add 2 →

0	
---	--

◆ Prior Convictions/Adjudications Total the maximum penalties for the 5 most recent and serious prior record events

- Years: Less than 1 0
- 1 - 22 1
- 23 - 43 2
- 44 or more 3

0	
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◆ Prior Misdemeanor Convictions/Adjudications

- Number: 1 - 4 1
- 5 - 9 2
- 10 or more 3

0	
---	--

◆ Prior Incarcerations/Commitments

If YES, add 1 →

0	
---	--

◆ Prior Juvenile Record

If YES, add 1 →

0	
---	--

◆ Legally Restrained at Time of Offense

- None 0
- Other than parole/post-release, supervised probation or CCCA 2
- Parole/post-release, supervised probation or CCCA 3

0	
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Total Score

See Drug/Other Section B Recommendation Table to convert score to guidelines sentence.
Then, go to Section D Nonviolent Risk Assessment and follow the instructions.

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Drug/Other Section C

Offender Name: _____

		Prior Record Classification		
		Category I	Category II	Other
◆ Primary Offense _____				
A. Other than listed below: (1 count)	32	16	8	
B. Sell, etc. 1/2 oz - 5 pounds of marijuana for profit;				
Sell, etc. marijuana to inmate for accommodation				
Attempted, conspired or completed:	1 count	20	10	5
	2 counts	28	14	7
	3 counts	40	20	10
C. Sell, etc. more than 5 pounds of marijuana for profit; Sell etc. third or subsequent felony				
Attempted, conspired or completed:	1 count	76	38	19
D. Sell marijuana to minor				
Attempted, conspired or completed:	1 count	60	30	15
E. Manufacture marijuana not for personal use				
Attempted, conspired or completed:	1 count	24	12	6
F. Transport 5 pounds or more of marijuana into Commonwealth				
Attempted, conspired or completed:	1 count	76	38	19
G. Sell, etc. Schedule III or IV drug to minor				
Attempted, conspired or completed:	1 count	60	30	15
Score				
0				
◆ Primary Offense Additional Counts		Assign points to each count of the primary not scored above and total the points		
Maximum Penalty:	5, 10	1		
(years)	30	4		
	40 or more	5		
◆ Additional Offenses		Assign points to each additional offense (including counts) and total the points		
Maximum Penalty:	Less than 5	0		
(years)	5, 10	1		
	20	2		
	30	4		
	40 or more	5		
◆ Mandatory Minimum for Weapon Conviction (s) in Current Event		Assign points to each additional offense with a mandatory minimum and total the points		
	2 Year Mandatory Minimum	13		
	5 Year Mandatory Minimum	32		
◆ Firearm in Possession at Time of Offense _____		If YES, add 5		
		0	0	
◆ Prior Convictions/Adjudications		Assign points to the 5 most recent and serious prior record events and total the points		
Maximum Penalty:	Less than 5	0		
(years)	5, 10	1		
	20	2		
	30	3		
	40 or more	4		
◆ Prior Felony Drug Convictions/Adjudications				
Number:	1	2		
	2	3		
	3	5		
	4	7		
	5	8		
	6 or more	10		
◆ Prior Felony Convictions/Adjudications Against Person				
Number:	1	3		
	2	6		
	3	9		
	4 or more	12		
◆ Prior Felony Property Convictions/Adjudications				
Number:	1, 2	1		
	3	2		
	4 or more	3		
◆ Prior Juvenile Record _____		If YES, add 1		
		0	0	
◆ Legally Restrained at Time of Offense _____		If YES, add 3		
		0	0	
Total Score _____				
See Drug/Other Section C Recommendation Table for guidelines sentence range. Then, go to Section D Nonviolent Risk Assessment and follow the instructions.				
Drug/Other/ Section C Eff. 7-1-08				

Nonviolent Risk Assessment Section D Offender Name: _____

◆ Ineligibility Conditions

- A. Was the offender recommended for **Probation/No Incarceration** on Section B? ☐ Yes ☐ No
- B. Do any of the offenses at sentencing involve the sale, distribution, or possession with intent, etc. of cocaine of a combined quantity of 28.35 grams (1 ounce) or more? ☐ Yes ☐ No
- C. Are any prior record offenses violent (Category I/II listed in Table A of the Guidelines Manual)? ☐ Yes ☐ No
- D. Are any of the offenses at sentencing violent (Category I/II listed in Table A of the Guidelines Manual)? ☐ Yes ☐ No
- E. Do any of the offenses at sentencing require a mandatory term of incarceration? ☐ Yes ☐ No

If answered YES to ANY, go to "Nonviolent Risk Assessment Recommendations" on cover sheet and check Not Applicable. If answered NO to ALL, complete remainder of Section D worksheet.

◆ Offense Type *Select the type of primary offense* _____

Drug 3

Fraud 3

Larceny 11

0

◆ Additional Offense(s) _____

If YES, add 5 →

0

◆ Offender *Score factors A to D and enter the total score* _____

- A. Offender is a male 8 ☐
- B. Offender's age at time of offense
- Younger than 30 years 13 ☐
- 30 - 40 years 8 ☐
- 41 - 46 years 1 ☐
- Older than 46 years 0 ☐
- C. Offender not regularly employed 9 ☐
- D. Offender age 26 or more & never married (at time of offense) 6 ☐

Enter
A to D
Total

0

◆ Arrest or Confinement Within Past 18 Months (prior to instant offenses) _____

If YES, add 6 →

0

◆ Prior Felony Convictions and Adjudications *Select the combination of adult and juvenile felony convictions/adjudications that characterizes the offender's prior record.* _____

Adult felony convictions only 3

Juvenile felony convictions or adjudications only 6

Both adult and juvenile felony convictions/adjudications 9

0

◆ Prior Adult Incarcerations _____

Periods: 1 - 2 3

3 - 4 6

5 or more 9

0

Total Score _____

- ☐ 38 or less, check Recommended for Alternative Punishment.
- ☐ 39 or more, check NOT Recommended for Alternative Punishment.

0

Go to **Cover Sheet** and fill out **Nonviolent Risk Assessment Recommendations**.

Section D Eff. 7-1-08